8. Compliance Supplement

Each ACM vendor is required to publish a Compliance Supplement to the normal program users manual. The Compliance Supplement serves two major purposes. First, it helps building permit applicants to use the ACM correctly and to prepare complete documentation of their analyses. Second, it helps building officials to check permit applications for compliance with the low-rise residential Building Energy Efficiency Standards. As a result, it helps to assure that both the performance standards and the ACM are used properly.

The Compliance Supplement must describe the specific procedures for using the ACM for compliance with the Building Energy Efficiency Standards. The supplement must provide instructions for preparing the building input, using the correct fixed and restricted inputs, and for using each of the optional capabilities for which the ACM is approved. Also included are procedures for generating the standard reports and documenting the analysis. A sample of a properly documented building analysis must be included.

All Compliance Supplements must be written in a clear and concise manner and with a common organization and format. Variations in format may be approved by the CEC, however, to allow for the differences between ACMs. This will assure consistency between the compliance supplements of different ACMs, simplifying the enforcement task of building officials. Also, vendors of approved ACMs are required to make copies of their compliance supplement available to all building departments in California.

The following sections describe the information that must be included in all compliance supplements. It also presents the required organization for that information.

8.1 CEC Approval

This section includes a copy of the official CEC notice of approval of the ACM. The notice may include restrictions or limitations on the use of the ACM. It will also include the date of approval, and may include an expiration date for approval as well. The notice will indicate which optional capabilities the ACM is approved for and other restrictions on its use for compliance. The CEC will provide this notice upon completion of evaluation of the ACM application.

8.2 Program Capabilities

This section discusses the program capabilities, with supporting written material explaining, as necessary, how the ACM treats each one. Reference may be made to non-compliance sections of the ACM Users Manual for more complete descriptions, if they exist.

8.3 Standard Input/Output Report

This section explains how to use the program to prepare the standard input/output reports.

8.4 Fixed and Restricted Inputs

Approved ACMs must automatically use the standard fixed and restricted inputs for the standard design run. It must also default to the standard assumptions for the proposed design run. When the alternative fixed and restricted inputs are used for the proposed design run, the ACM must report this in the *Special Features and Modeling Assumptions* sections of the standard reports.

This section of the Compliance Supplement explains the fixed and restricted inputs and how they are invoked in the ACM. This is especially important if the ACM offers the possibility of non-compliance runs which can deviate from the fixed and restricted inputs.

8.5 Preparing Basic Input

This section covers the basic use of the ACM for compliance. Optional capabilities are described in greater detail. Reference may be made to the users manual, but this section should include a complete summary of all inputs and/or commands necessary for compliance.

8.6 Optional Capabilities

This section explains the procedures for using each of the optional capabilities of the ACM. It is a parallel section to the basic inputs section above. The section for each optional capability should explain how to prepare inputs, how to document assumptions, and what the limitations are of each analysis capability.

8.7 Special Features and Modeling Assumptions

This section explains the use of the Special Features and Modeling Assumptions listing to highlight the importance of verifying the special features and the aspects of those features that were modeled to achieve compliance.

8.8 HERS Required Verification

This section explains the use of the HERS Required Verification listing to highlight the special features that require diagnostic testing by a certified home energy rater under the supervision of a CEC approved HERS provider to assure proper installation and verification. This section may rely on the information provided in Chapter 7, other sections of this manual, or may refer to other Commission documents.

8.9 Checklist for Compliance Submittal

This section should contain a concise checklist of all items that must be included in a compliance submittal to a building official using the ACM.

8.10 Sample Compliance Documentation

This section should include a complete set of compliance documentation for a sample building. The building need not be overly complex, nor need it include every program capability. The example should, however, include all documentation and standard reports that would normally be submitted. This example will serve as a model to ACM users and building officials of what a proper compliance submittal should look like.

8.11 Compliance Statement

The following statement must appear within the first several pages of the Supplement:

> [ACM Name] may be used to show compliance with California's Residential Building Energy Efficiency Standards.

8.12 Related Publications

The Compliance Supplement should refer users to the following related CEC publications and where to obtain them:

- *1998 Building Energy Efficiency Standards* (P400-98-001)
- *1998 Residential Manual* (P400-98-002)

Both publications are available from:

> California Energy Commission
> Publications Unit
> 1516 Ninth Street
> Sacramento CA 95814
> (916) 654-5200